



TOWN OF BRENTWOOD

Brentwood Town Office
1 Dalton Road
Brentwood, NH 03833
Telephone: (603) 642-6400
www.brentwoodnh.gov

Board & Committee Meetings Go Virtual with Zoom

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 and #23 pursuant to Executive Order 2020-04, Brentwood Boards are authorized to meet electronically.

We are encouraging residents who wish to speak during Public input or have questions under the Citizens questions portion of the agenda to submit them via email to abickum@brentwoodnh.gov by **Thursday, June 4th at 9:00AM**.

To use Zoom, you will need a computer with a microphone or headset, a smart phone, or you can use a plain old telephone. Attendees can only speak when recognized by the Chair. They cannot share their video or screen.

The login information (Website, Meeting ID and Password) will be on the meeting agenda posted at the Town Office and on the Town website under the Planning Board page.

Links to application plans & docs are posted on the Planning Board page of the Town website under the applicant's name.

To use a computer:

1. Go to: https://zoom.us/download#client_4meeting
2. Follow the prompts to download, install the program and sign up for a free account. OR just join the meeting and it should automatically download and install.
3. A microphone is required to speak to the board.
4. You can also connect audio via the telephone at this point, if your computer does not have speaker and microphone capabilities, to watch on the computer and hear audio on your phone.

To use a smartphone:

1. Head to the Google Play (Android) or App Store (Iphone) on your smartphone.
2. Search for and download the "Zoom Cloud Meetings" app. Follow the prompts to set up an account.

To use a telephone:

1. Call the telephone number provided in the meeting agenda posting for the specific meeting.
 2. Enter the Meeting ID provided followed by # sign.
 3. If prompted for a Password enter it.
- When joining a meeting you will automatically be muted. To speak, wait for the chair to ask for public comment.

On a computer or the smartphone app, the mute button will look like a microphone. On a telephone, press *9 to unmute or mute your audio.

FOR PROBLEMS connecting to the meeting, please email: glennkgreenwood@gmail.com or call the PB office at 603-642-6400 ext. 116.

To leave a meeting on a PC or smartphone, click "Leave meeting" in the bottom right. On a phone, simply hang up.